

CHAPTER 6
CERTIFICATION

Section Number	Section	Page Number
6.1	GENERAL INFORMATION	6-1
6.2	COMPLETING CERTIFICATES	6-2
6.3	APPROVED STATEMENTS	6-4
6.4	LABORATORY TEST RESULTS	6-9
6.5	NEW ORIGINAL INSPECTIONS	6-10
6.6	PARTIAL-LOT INSPECTIONS	6-10
6.7	RETEST INSPECTIONS	6-11
6.8	APPEAL INSPECTIONS	6-12
6.9	DIVIDED-LOT CERTIFICATES	6-13
6.10	CORRECTED CERTIFICATES	6-15
6.11	DUPLICATE CERTIFICATES	6-16
6.12	VOIDED CERTIFICATES	6-17
6.13	REVIEWING CERTIFICATES	6-17
6.14	DISTRIBUTING CERTIFICATES	6-18
	ATTACHMENT 1 - FGIS-993, COMMODITY INSPECTION CERTIFICATE	
	ATTACHMENT 2 - FGIS-994, COMMODITY CERTIFICATE - SUBMITTED SAMPLE INSPECTION	

PROCESSED COMMODITIES HANDBOOK
CHAPTER 6
CERTIFICATION
7/15/96

6.1 GENERAL INFORMATION

- a. Certificate Issuance. Certificates for inspection services must be issued in accordance with the following guidelines and the instructions set forth in attachments 1 and 2.
- (1) Certificates must be issued by official personnel authorized or licensed to perform the activities covered by the certificate. If more than one person is involved with providing the service, the person in the best position to know whether the inspection service was performed in an approved manner and that the determinations are accurate and true shall issue the certificate.
 - (2) The date on the certificate must be the month, day, and year that the certificate is issued or the date the service was completed.
 - (a) Certificates must be issued on or before the business day following the completed inspection.
 - (b) Inspections are considered completed either on the day the service is completed or on the day when all information (e.g., CTL test results) is obtained by the certifying office.
 - (3) Prepare a separate certificate for each lot, except for Title I, Public Law 480 (P.L. 480), Foreign Agricultural Service (FAS), inspections. Official personnel may certificate FAS multiple lots on a single certificate if all of the lots meet contract requirements and the following are the same: producer, product, mill location, and container type, size, and markings.
 - (4) Issue a certificate showing the result(s) for each kind and each level of service performed.
 - (5) Do not issue a certificate for a service after a request for an inspection service has been dismissed or withdrawn.
 - (6) Furnish, upon request, the contents of an official certificate to the applicant or any other interested person or to their order.

b. Certificate Format. Official certificates shall:

- (1) Be on standard printed forms developed by headquarters' Field Management Division.
- (2) Be in English.
- (3) Be typewritten or handwritten in ink.
- (4) Be clearly legible.
- (5) Show the results of inspection services in a uniform, accurate, and concise manner.
- (6) Show the information specified in this chapter.
- (7) Show only such other information and statements of fact provided in instructions or authorized by headquarters.
- (8) Bear the name or signature or both of the issuer.
- (9) Contain, immediately following or below the name, by typewriter or pen, the word "By" and the given and surname initials of the authorized agent when an agent affixes the name.

6.2 COMPLETING CERTIFICATES

- a. After performing an original inspection, complete certificates according to attachments 1 or 2 and sections 6.3 and 6.4.
- (1) FAS requires different information on their certificates than do most other government agencies.
 - (2) Certificates prepared for FAS shall conform with the requirements outlined in appendices A and B of P.L. 480, Title I, "Authorization to Purchase Agricultural Commodities (PA)," and with the inspection request from the commodity's processor or shipper. Applicants must indicate their specific needs in their inspection requests.

PROCESSED COMMODITIES HANDBOOK

CHAPTER 6

CERTIFICATION

7/15/96

- b. Use the following certificates for certifying processed commodity inspection results.
- (1) Form FGIS-993, Commodity Inspection Certificate. Complete this certificate after performing an official inspection.
 - (a) This certificate may be used when inspecting a lot for compliance with the requirements of a specification; specific quality factors; general condition; condition of food container; or when checkweighing, checkloading, or performing other services.
 - (b) When certifying that a lot meets contractual requirements and the lot contains one or more noncompliance portions, issue a certificate for each portion or one certificate(s) for the lot based on the following:
 - 1 Two or more certificates. Issue one certificate for each noncompliance portion of the lot and one for the balance of the lot when the noncompliance portion(s) is not commingled with the balance of the lot.
 - 2 One certificate. Issue one certificate when the noncompliance portion(s) of a lot is commingled with the balance of the lot.
 - (c) When a lot(s) represented by one certificate is also covered by another certificate, the second certificate must include a statement referencing the first certificate(s).
 - (2) Form FGIS-994, Commodity Certificate - Submitted Sample Inspection. Use this certificate for reporting quality factor results obtained for submitted samples.

6.3 APPROVED STATEMENTS

- a. General. Include the approved statements shown below on official certificates when applicable. **Field office managers and cooperators may modify the wording of these statements as long as the meaning is not altered.**
- b. Quality Result Statements.

Quality Results. When reporting quality results for lots that do not have contractual requirements, report results using the following statement:

"(quality factor) (result)"

P.L. 480, Title I, Wheat Flour, Results (Average). When P.L. 480, Title I, Wheat Flour, is inspected, show the average results of all lots in the shipment by using the following statement:

"Weighted Average: Moisture (result) %, Ash (result) %, and Protein (result) %."

P.L. 480, Title I, Wheat Flour, Results (by Lot). When P.L. 480, Title I, Wheat Flour, is inspected, show the results of each lot within the shipment by using the following format:

Lot No.	No. of Containers	Estimated Net Wt.	Date Sampled	Analysis (Factor)	(Factor)
-	-	-	-	-	-
-	-	-	-	-	-
etc.	etc.	etc.	etc.	etc.	etc.

NOTE: This statement may be used for other commodities and applicants upon request.

Quality Noncompliance. When a lot fails to meet contract quality specifications, show the following statement for all inspections, except FSA purchases:

"(Quality factor) specification maximum/minimum (requirement)."

PROCESSED COMMODITIES HANDBOOK
CHAPTER 6
CERTIFICATION
7/15/96

Deleterious Substance. When a product contains a deleterious substance, show the following statement:

"Product contains (deleterious substance(s))."

Food and Drug Administration's (FDA) Defect Action Levels. If the product contains substances that exceed FDA Defect Action Levels, show the following statement:

"(Insect fragments), (Whole insects and/or larvae), (Rodent hairs, and/or excreta), and/or (Head capsules) in excess of FDA Defect Action Levels."

Food and Drug Standards of Identity. If the product fails to meet the Food and Drug Standards for Identity, show the following statement:

"Fails to meet Food and Drug Standards of Identity for (commodity identity and requirement(s))."

Condition Results. When the lot is inspected for condition, show the following statement:

"Commodity visually examined on (date) and found (results; e.g., to be clean, dry, and free of live infestation, or to contain insect infestation, 20 torn bags etc.)."

c. Condition of Container and Markings Statements.

Lot Meets Condition of Food Container Standards. When the lot is inspected for and meets the U.S. Standards for Condition of Food Containers, show the following statement:

"The lot meets U.S. Standards for Condition of Food Containers."

Lot Fails Condition of Food Container Standards. When the lot fails to meet the condition of food container requirements, show the following statement:

"Lot fails the U.S. Standards for Condition of Food Containers because:
(kind of container when the lot contains more than one kind and the defects found as listed in Tables IV, V, VI, VII or VIII of the standards)."

Markings P.L. 480, Title I, Wheat Flour and Other Products. When P.L. 480, Title I, Wheat Flour, and other products that require container markings are inspected, show the following statement:

"Container Markings: (the markings that appear on the container)."

Use a slash (/) to designate the end of a line.

d. Checkloading Statements.

Checkloaded Into One Carrier. When the lot is checkloaded into one carrier, show the following statement:

"Checkloaded, (date), carrier (carrier identification), seal(s) (seal identification if sealed)."

or if the certificate does not indicate the number and kind of containers elsewhere:

"(number and kind of containers) checkloaded, (date); carrier (carrier identification), seal(s) (seal identification if sealed)."

Checkloaded Into More Than One Carrier. When the lot is checkloaded into more than one carrier, show the following statement for each carrier:

"(number and kind of shipping containers) checkloaded, (date), carrier (carrier identification), seal(s) (seal identification)."

PROCESSED COMMODITIES HANDBOOK

CHAPTER 6

CERTIFICATION

7/15/96

More Than One Lot Checkloaded Into The Same Carrier. When more than one lot is checkloaded into the same carrier, show the following:

<u>Lot No.</u>	<u>No. of Containers*</u>
-	-
-	-
Total _____	

*The weight of each lot may also be shown.

Lot Loaded Into Unfit Carrier. When the applicant requests checkloading and loads the lot into an unfit carrier after being informed that the carrier is unfit for loading, the certificate shall show the following statement:

"Commodity in (carrier identification) was not checkloaded because the carrier was unfit due to (reason(s))."

e. Checkweighing Statements.

Checkweighing Results. When checkweighing results are requested, show the following:

"Checkweighing results"
Number of (kind of container) ... (number of containers)
Estimated total gross weight (result)
Estimated total tare weight (result)
Estimated total net weight (result)

Fails to Meet Average Net Weight. When the average net weight per container is less than the weight shown on the containers, show the following statement:

"Average net weight per container is (the net weight per container for the lot)."

f. Other Statements.

Lot Fails for Reasons Other Than Quality, Condition of Food Container, or Checkweighing. When the lot fails an inspection service for reasons other than quality determination, condition of food container examination, or checkweighing, show the following statement:

"Lot fails because (result(s))."

Fails to Meet Under-fill Limit. When one or more containers weighs less than a specified under-fill limit, show the following statement:

"Lot fails under-fill limit (number and weight of each container below under-fill limit)."

Commingled Lots. When a lot contains a noncompliance portion(s) and the applicant elects not to separate the portions, show the following statement:

"The lot is noncompliance because approximately (weight or number of containers) fail to meet the contract requirement for (reason: e.g., bag markings, odor, etc.)."

Lot Covered by Other Certificates. When another certificate covers part of the inspection, show the following statement:

"(This lot is) or (these lots are) covered by commodity inspection certificate(s) (number(s)) dated (date)."

Carrier Identification Requested. When the applicant does not request checkloading but wants the carrier identification shown on the certificate, official personnel must: (1) examine the carrier before loading, (2) observe the loading, and (3) perform condition of container examination after loading or immediately before loading. Only after these conditions are met may the certificate show the following statement:

"(carrier identification); (seal identification if sealed)."

Fit for Human Consumption. To be considered "fit for human consumption," a lot/sample must: (1) meet commercial item descriptions, federal specifications, or military specifications, when applicable; (2) grade U.S. No. 5 or better for milled rice; U.S. No. 3 or better for whole dry and split peas; U.S. No. 3 or better for lentils; and U.S. No. 3 or better for dry edible beans; (3) taste, smell, and appear suitable for human consumption based on an

PROCESSED COMMODITIES HANDBOOK
CHAPTER 6
CERTIFICATION
7/15/96

organoleptic examination of a representative or submitted sample. When deemed necessary, official personnel may also prepare (cook) a small quantity of the product according to package directions or common cooking practices, and then examine, smell, and taste the cooked product; and (4) comply with all other generally accepted food standards; e.g., FDA action levels and guidelines. When deemed necessary, official personnel may require products to be tested for aflatoxin, vomitoxin, bacteria count, staphylococcus aureus, salmonella, coliform, filth, pesticide residue, and any other potentially-deleterious substance.

If the commodity meets all applicable suitability requirements, show the following statement in the "Remarks" section of the certificate:

"This (lot or sample) of (commodity) appears to be generally fit for human consumption based on an organoleptic examination."

6.4 LABORATORY TEST RESULTS

- a. When an inspection involves a specification, certificate the quality factor result in the same whole number, whole number and decimal, or decimal shown in the specification.

For example:

- (1) Decimal (hundredths)
Ash .48%; spec. max. .46%
- (2) Decimal (whole number and tenths)
Protein 10.7%; spec. min. 11.0%
- (3) Whole numbers
Granulation through a U.S. No. 20 sieve 98%; spec. min. 99%

- b. When the laboratory reports values to more decimal places than shown in the specification, round off according to the following rules before reporting and certifying the results.

- (1) When the figure to be rounded is followed by a figure greater than or equal to five, round to the next higher figure. For example: If
 - (a) Ash is .468%, report it as .47%.
 - (b) Protein is 10.65%, report it as 10.7%.
 - (c) Granulation through a U.S. No. 20 sieve is 98.7%, report it as 99%.
- (2) When the figure to be rounded is followed by a figure less than five, retain the figure. For example: If
 - (a) Ash is .474%, report it as .47%.
 - (b) Protein is 10.63%, report it as 10.6%.
 - (c) Granulation through a U.S. No. 20 sieve is 98.1%, report it as 98%.
- c. When an inspection does not involve a specification, certificate the quality factor test result in the whole number, whole number and decimal, or decimal as furnished by the laboratory.
- d. When the laboratory informs the field office that a sample contains filth, the laboratory will also report the amount of filth present. Do not show this value on the certificate. Give the amount, upon request, to the applicant and the buyer by means other than the certificate.
- e. The laboratory shall inform field offices and cooperators when a sample does not meet the Food and Drug Standards of Identity. Certificate using the approved statement (see section 6.3).

6.5 NEW ORIGINAL INSPECTIONS

A certificate issued for a new original inspection must not contain a reference to "new original inspection" and shall not supersede any previously issued certificate.

6.6 PARTIAL-LOT INSPECTIONS

- a. When an entire lot is not accessible for examination or a representative sample cannot be obtained from the entire lot, restrict the inspection to the accessible portion and issue a partial inspection certificate.

PROCESSED COMMODITIES HANDBOOK
CHAPTER 6
CERTIFICATION
7/15/96

- b. Complete the certificate according to attachment 1 as applicable, and show the following statement in the "Quantity" block of form FGIS-993:

"Estimated (pounds) part of an undivided lot of estimated (pounds)."

NOTE: If there is not enough space in the "QUANTITY" block for this statement, insert the words "See below" and enter the statement in "Remarks."

6.7 RETEST INSPECTIONS

- a. Official personnel shall perform only one retest inspection service on any original inspection.
- b. Report the retest results on the same type of certificate used for the original inspection.
- (1) The certificate shall supersede the original inspection certificate.
 - (2) The superseded certificate is null and void as of the date of the retest certificate.
 - (3) Type the word "Retest" in the "Level of Inspection" block of the retest certificate.
 - (4) Complete all of the blocks for a certificate according to attachments 1 or 2, as applicable, and sections 4.2, 4.3, and 4.4.
 - (5) Certificates must show the results for the factor(s) retested and the original results for all other factors and/or inspection services not included in the retest inspection service.
- c. Enter the following statements on the retest certificate:
- (1) "This certificate supersedes certificate No. (number) dated (date)."

- (2) "Results based on file sample."
- (3) "All quality factors were retested. Other service results are those of the original inspection."

or

"(Quality factor(s) (was)/(were) retested. All other results are those of the original inspection."

- d. In addition, when the superseded certificate is not in the service's custody at the time the certificate is issued, enter the following statement:

"The superseded certificate has not been surrendered."

6.8 APPEAL INSPECTIONS

- a. The appeal certificate shall supersede the original or retest inspection certificate, as applicable.
- b. For each appeal certificate, type the word "Appeal" in the "Level of Inspection" block. Complete all of the blocks according to attachments 1 and 2, as applicable, and sections 6.2, 6.3, and 6.4.
- c. Enter the following required statements, as applicable, when completing appeal inspection certificates.

- (1) "This certificate supersedes certificate No. (number) dated (date)."
- (2) Enter the following statement when the laboratory uses the file sample for quality determinations:

"Results based on file sample."

- (3) Enter one of the following three statements to show the kind of service appealed:

"Quality factors appealed."

"(Inspection service(s) other than quality determinations) appealed."

"Quality factors and (inspection service(s) other than quality determinations) appealed."

- (4) When more than one kind of inspection service is performed and all of the services are not appealed, enter one of the following statements:

"All other results are those of the original inspection service."

"All other results are those of the retest inspection service."

"All other results are those of the original and retest inspection services."

- d. Enter the following statement when the superseded certificate is not in the custody of FGIS at the time the certificate is issued.

"The superseded certificate has not been surrendered."

6.9 DIVIDED-LOT CERTIFICATES

- a. When a commodity lot is offered for inspection and is certificated as a single lot, an applicant may exchange the certificate for two or more divided-lot certificates under the following conditions:
- (1) The request is in writing.
 - (2) The applicant is the one who requested the original inspection.
 - (3) The request is made to the cooperator or the field office that issued the outstanding certificate.
 - (4) The applicant makes the written request within 5 business days of the outstanding certificate's date.
 - (5) The applicant makes the request before the lot's identity is lost.

- (6) The cooperator or the field office has custody of the original inspection certificate (original and all copies).
 - (7) The applicant's request provides the name and complete address of each consignee and the quantity to be shown on each divided-lot certificate.
- b. The aggregate quantity (total net weight or number and kind of shipping containers or both, as applicable) for divided-lot certificates must equal the quantity shown on the superseded certificate.
- c. Each divided-lot certificate must contain the same information and statements shown in the superseded certificate, except as follows:
 - (1) On each certificate, in the upper right-hand corner, just before the words "ORIGINAL" and "COPY," type the term "**DIVIDED-LOT**" so that the original will read "**DIVIDED-LOT ORIGINAL**" and each copy will read "**DIVIDED-LOT COPY**."
 - (2) The same serial number as shown on the superseded certificate with a consecutively numbered suffix. (For example: If the original certificate serial number is A-9876, the number for the first divided-lot certificate will be A-9876-1; for the second, A-9876-2; etc.). Since inspection certificates have preprinted serial numbers, "X" out the preprinted number and replace it with the superseded number plus suffix.
 - (3) Enter the estimated net weight in pounds requested by the applicant in the "QUANTITY" block.
 - (4) Enter the following statements in the "REMARKS" section:
 - (a) "This (commodity) is part of an undivided lot of (number and kind of containers)."
 - (b) "Shipper: (name, address, city and State)."
 - (c) "Consignee: (name, address, city and State or country)."
- d. Enter the following statement on the superseded certificate:

"VOID - Surrendered for divided-lot certificates (certificate numbers)."
- e. Issue divided-lot certificates no later than the close of business on the next business day after the request.

- f. After a divided-lot certificate has been issued, further dividing or combining is prohibited without the Administrator's approval. This limitation does not apply when a corrected certificate must be issued.

6.10 CORRECTED CERTIFICATES

- a. General. Only official personnel or their authorized agents may make corrections, erasures, additions, or other changes to official certificates.

Official personnel shall not issue a corrected certificate for a certificate that has been superseded by another certificate or on the basis of subsequent quality factor analyses.

- b. Corrections Before Issuance. Official personnel shall:
 - (1) Not make corrections, erasures, additions, or other changes involving identification, quantity, or quality.
 - (2) Prepare and issue a new official certificate and mark the incorrect certificate "**VOID**" when identification, quality, or quantity errors are found.
 - (3) Correct errors that do not involve identity, quantity, or quality according to the following rules:
 - (a) The corrections must be neat and legible.
 - (b) Each correction must be initialed by the individual correcting the certificate.
 - (c) The corrections and initials must be shown on the original and all copies.

- c. Corrections After Issuance. Official personnel may correct errors on a official certificate at any time up to 1 year after issuance. A corrected certificate must show:
- (1) A new serial number.
 - (2) The same statement(s) and information that were shown on the incorrect certificate, except that incorrect information must be corrected.
 - (3) The following additional information:
 - (a) On each certificate, in the upper right-hand corner, just before the words "ORIGINAL" and "COPY," type the term **"CORRECTED"** so that the original will read **"CORRECTED ORIGINAL"** and each copy will read **"CORRECTED COPY."**
 - (b) Include the following statement on the certificate.

"This certificate is corrected as to (reason(s) for correction) and supersedes certificate No. (number) dated (date)."

Enter the following statement when the superseded certificate is not in the custody of FGIS at the time the certificate is issued.

"The superseded certificate has not been surrendered."

6.11 DUPLICATE CERTIFICATES

- a. Official personnel shall issue a duplicate certificate for a lost or destroyed nonsuperseded official certificate when the applicant who requested the service(s) covered by the lost or destroyed certificate requests the duplicate, in writing, to the office that issued the initial certificate.
- b. A duplicate certificate must contain the same information and statements that were shown on the lost or destroyed certificate. Therefore, the serial number on the certificate to be used for the duplicate must be "X'ed" out and the lost or destroyed certificate's number typed above, below, or to the side, as appropriate. A duplicate certificate must show the following additional information:

PROCESSED COMMODITIES HANDBOOK
CHAPTER 6
CERTIFICATION
7/15/96

- (1) In the upper right-hand corner of the certificate, just before the words "ORIGINAL" and "COPY," type the term "**DUPLICATE**" so that the original will read "**DUPLICATE ORIGINAL**" and each copy will read "**DUPLICATE COPY.**"
- (2) The following statement on the certificate.

"This duplicate certificate is issued in lieu of a (lost) (destroyed) certificate."

6.12 VOIDED CERTIFICATES

- a. Void a certificate and replace it with a properly prepared one when:
 - (1) Typographical errors or erasures significantly affect its appearance.
 - (2) Any correction, erasure, or other change is made in the quality, quantity, or identification information.
 - (3) The certificate is superseded by another certificate.
- b. Write or print the word "**VOID**" boldly across the face of the original. Retain the voided original in the files for accountability purposes and destroy all of the copies.

6.13 REVIEWING CERTIFICATES

Clerical staff shall review certificates during preparation. Signatories must review certificates for accuracy, completeness, and compliance with approved certifying procedures before they sign them.

6.14 DISTRIBUTING CERTIFICATES

a. Distribute certificates for products purchased by government agencies as follows:

*

(1) Commodities for FSA.

- (a) Original and one copy to the applicant or the applicant's agent.
- (b) One copy for the issuing office file.

(2) Commodities for VA.

- (a) Original and one copy to the applicant or the applicant's agent.
- (b) One copy to the VA purchasing office.

Veterans Administration
Chief, Marketing Division for Subsistence (904D)
VA Marketing Center, P.O. Box 76
Hines, Illinois 60141

- (c) One copy for the issuing office file.

(3) Commodities for FAS.

- (a) Original and one copy to the applicant or the applicant's agent.
- (b) One copy for the issuing office file.

(4) Other Applicants, both Private and Commercial.

- (a) Original and one copy to the applicant or the applicant's agent.
- (b) One copy for the office file.

NOTE: Cooperators must send one copy of each certificate that they issue to the appropriate field office.

- b. Official personnel shall send one copy of each retest and appeal certificate to each interested party of record or the interested party's agent and to the cooperator or field office that issued the superseded certificate.
- c. Applicants may receive a total of three copies at no additional cost if requested before service is provided.

ATTACHMENT 1
 PROCESSED COMMODITIES HANDBOOK
 CHAPTER 6
 CERTIFICATION
 3/28/97

COMMODITY INSPECTION CERTIFICATE FGIS-993



U.S. DEPARTMENT OF AGRICULTURE
 FEDERAL GRAIN INSPECTION SERVICE

ORIGINAL
 NOT NEGOTIABLE

A-

COMMODITY INSPECTION CERTIFICATE

DATE OF ISSUANCE (1)	ISSUED AT (2)	LEVEL OF INSPECTION (3)
APPLICANT (4)		LOCATION OF COMMODITY (5)
IDENTIFICATION (6)		QUANTITY AND CONTAINER (7)

(8)

<i>I CERTIFY THAT THE SERVICES SPECIFIED ABOVE WERE PERFORMED WITH THE RESULTS STATED.</i>	INSPECTOR <div style="text-align: right;">(9)</div>
---	--

This certificate is issued under the authority of the Agricultural Marketing Act of 1946, as amended (7 U.S.C. 1621 *et seq.*) and the regulations thereunder (7 CFR 868.1 *et seq.*) and is receivable in all courts of the United States as prima facie evidence of the truth of the statements therein contained. This certificate does not excuse failure to comply with the provisions of the Federal Food, Drug, and Cosmetic Act, or other Federal laws.

WARNING Sec. 203(h) of the Agricultural Marketing Act of 1946 provides that anyone who shall knowingly falsely make, issue, alter, forge, or counterfeit any official certificate, or aid, assist, or be a party to such actions, is subject to a fine of not more than \$1,000 or imprisonment for not more than 1 year, or both.

The conduct of all services and the licensing of inspection/grading/sampling personnel under the regulations governing such services shall be accomplished without discrimination as to race, color, religion, sex, national origin, age, or handicap.

FORM FGIS 993

ATTACHMENT 1
PROCESSED COMMODITIES HANDBOOK
CHAPTER 6
CERTIFICATION
3/28/97

**Instructions for Completing Form FGIS-993,
Commodity Inspection Certificate**

- * 1 Enter the date the certificate is issued or the date the service was completed.
- 2 Enter the name of the city and State (for example: Toledo, OH) of the field office or cooperator's office issuing the certificate.
- 3 Enter the appropriate level of inspection (Original, Retest, or Appeal).
- 4 Enter the applicant's name, city, and State.
- 5 Enter the location where the product was inspected (e.g., plant name, city, and State) or "Same" if the same as in 4.
- 6 Enter the commodity's identity.
- a. For FSA purchases, enter the following:
- CONTRACT: (Insert Number) LOT: (Insert Number)
ANNOUNCEMENT: (Insert Number)
INVITATION: (Insert Number)
COMMODITY: (Insert Commodity Name)
- b. For VA purchases enter the following:
- CONTRACT: (Insert Number) LOT: (Insert Number)
P.O. NUMBER: (Insert Number)
COMMODITY: (Insert Commodity Name)
- c. For other inspections, include the lot number or carrier identification, as applicable.

ATTACHMENT 1
PROCESSED COMMODITIES HANDBOOK
CHAPTER 6
CERTIFICATION
7/15/96

7 Enter the quantity in pounds and the type of container.

a. Quantity

(1) When the lot is checkweighed. Enter the estimated net weight of the lot found on the form FGIS-992 completed for the lot.

(2) When the lot is not checkweighed. Obtain from the applicant, in writing, the estimated net weight of the lot in pounds. Enter this weight and the words "Vendor's Weight."

b. Container

(1) For Packages. Enter the number and kind of primary and secondary containers and the capacity of the filled containers. Enter "Vendor's Count" if the lot is not checkloaded or checkcounted. Use the descriptive terms in the specification for identifying containers (for example: 50 pound capacity woven polypropylene bags; 50 pound capacity single-ply paper domestic balers; 5 10-pound capacity paper bags per baler; etc.).

(2) For Bulk. Enter "Bulk Hopper Car," "Bulk Tank Car," "Bulk Tank Truck," etc.

c. Example

177,408 lbs. net estimated
4,608 5-gallon pails

8 Enter inspection results and statements.

a. Items inspected against contract requirements.

(1) Enter the following statements, as appropriate for all applicants except FSA purchases:

"Product complies with contract.", or

ATTACHMENT 1
PROCESSED COMMODITIES HANDBOOK
CHAPTER 6
CERTIFICATION
7/15/96

"Product does not comply with contract."

- (2) If the product does not comply with the contract because of a quality factor, include the specification requirement as reported by the laboratory, except FSA purchases. For example:

"Peroxide value specification maximum 1.0 MEQ/K"

- (3) Enter the words "LAB RESULTS:" followed by the laboratory results provided by the testing laboratory. Place an asterisk in front of any result that does not meet contract specifications, including FSA purchases.
- (4) Enter the word "REMARKS:" followed by any statements or remarks, such as checkloading or condition of container information.
- (5) Enter all pertinent lot code markings following the words "Container Lot Code Markings."
- (6) Enter the words "END OF RESULTS" on the left-hand side of the certificate directly under the last line of remarks.

b. Lots inspected for specific factors (e.g., protein, moisture, etc.) or services (e.g., checkloading, checkweighing, checkcounting, etc.).

- (1) Enter the inspection results.
- (2) Enter the word "REMARKS:" followed by any statements or remarks.
- (3) Enter the words "END OF RESULTS" on the left-hand side of the certificate directly under the last line of information.

- 9 Enter the name or signature or both of the person who issued the certificate and, if affixed by an authorized agent, the word "By" and the agent's initials.

ATTACHMENT 1
 PROCESSED COMMODITIES HANDBOOK
 CHAPTER 6
 CERTIFICATION
 3/28/97

Example: FSA Product Complying With Contract



U.S. DEPARTMENT OF AGRICULTURE
 FEDERAL GRAIN INSPECTION SERVICE

ORIGINAL
 NOT NEGOTIABLE

A-

COMMODITY INSPECTION CERTIFICATE

DATE OF ISSUANCE October 3, 1995	ISSUED AT Baltimore, MD	LEVEL OF INSPECTION Original
APPLICANT Best Milling Company Dunn, NC		LOCATION OF COMMODITY Best Milling Company Dunn, NC
IDENTIFICATION CONTRACT: VDOD00010 Lot: 2468 ANNOUNCEMENT: BF-3 INVITATION: 130 COMMODITY: Flour, Bread Bakers Hd Wht-Dom		QUANTITY AND CONTAINER 42,000 lbs. Net Estimated 840 - 50 lb. Domestic 3-ply Paper Bags

LAB RESULTS:

Ash	0.46%	Falling Number	252 F N Units
Enrichment-Quick Test	Enriched	Moisture	12.0%
Protein	12.5%	Appearance Flavor Odor	Pass

REMARKS:

Checkloaded, 10/01/95; carrier, ME-BH-27274; seals, 25689-90.
 Container Lot Code Markings 3092A, 2092B, 3102A

END OF RESULTS

I CERTIFY THAT THE SERVICES SPECIFIED ABOVE WERE PERFORMED WITH THE RESULTS STATED.	INSPECTOR John A. Doe
--	------------------------------

This certificate is issued under the authority of the Agricultural Marketing Act of 1946, as amended (7 U.S.C. 1621 et seq.) and the regulations thereunder (7 CFR 868.1 et seq.) and is receivable in all courts of the United States as prima facie evidence of the truth of the statements therein contained. This certificate does not excuse failure to comply with the provisions of the Federal Food, Drug, and Cosmetic Act, or other Federal laws.

WARNING Sec. 203(h) of the Agricultural Marketing Act of 1946 provides that anyone who shall knowingly falsely make, issue, alter, forge, or counterfeit any official certificate, or aid, assist, or be a party to such actions, is subject to a fine of not more than \$1,000 or imprisonment for not more than 1 year, or both.

The conduct of all services and the licensing of inspection/grading/sampling personnel under the regulations governing such services shall be accomplished without discrimination as to race, color, religion, sex, national origin, age, or handicap.

FORM FGIS 993

ATTACHMENT 1
 PROCESSED COMMODITIES HANDBOOK
 CHAPTER 6
 CERTIFICATION
 3/28/97

Example: FSA Product Not Complying With Contract



U.S. DEPARTMENT OF AGRICULTURE
 FEDERAL GRAIN INSPECTION SERVICE

ORIGINAL
 NOT NEGOTIABLE

**A-
 COMMODITY INSPECTION CERTIFICATE**

DATE OF ISSUANCE October 3, 1995	ISSUED AT Baltimore, MD	LEVEL OF INSPECTION Original
APPLICANT Goodmill Milling Company Richmond, VA		LOCATION OF COMMODITY Goodmill Milling Company Richmond, VA
IDENTIFICATION CONTRACT: VDOD00010 Lot: 1357 ANNOUNCEMENT: BF-3 INVITATION: 130 COMMODITY: Flour, Bread Bakers Hd Wht-Dom		QUANTITY AND CONTAINER 42,000 lbs. Net Estimated 840 - 50 lb. Domestic 3-ply Paper Bags

LAB RESULTS:

* Ash	0.50%	Falling Number	203 F N Units
Enrichment-Quick Test	Enriched	Moisture	12.3%
Protein	12.8%	Appearance Flavor Odor	Pass

REMARKS:

Checkloaded, 10/01/95; carrier, NY 61712D; seals, 25147-48.

Container Lot Code Markings 3092A, 2092B, 3102A

END OF RESULTS

I CERTIFY THAT THE SERVICES SPECIFIED ABOVE WERE PERFORMED WITH THE RESULTS STATED.	INSPECTOR John A. Doe
---	--------------------------

This certificate is issued under the authority of the Agricultural Marketing Act of 1946, as amended (7 U.S.C. 1621 *et seq.*) and the regulations thereunder (7 CFR 868.1 *et seq.*) and is receivable in all courts of the United States as prima facie evidence of the truth of the statements therein contained. This certificate does not excuse failure to comply with the provisions of the Federal Food, Drug, and Cosmetic Act, or other Federal laws.

WARNING Sec. 203(h) of the Agricultural Marketing Act of 1946 provides that anyone who shall knowingly falsely make, issue, alter, forge, or counterfeit any official certificate, or aid, assist, or be a party to such actions, is subject to a fine of not more than \$1,000 or imprisonment for not more than 1 year, or both.

The conduct of all services and the licensing of inspection/grading/sampling personnel under the regulations governing such services shall be accomplished without discrimination as to race, color, religion, sex, national origin, age, or handicap.

FORM FGIS 993

ATTACHMENT 1
 PROCESSED COMMODITIES HANDBOOK
 CHAPTER 6
 CERTIFICATION
 3/28/97

Example: VA Product



U.S. DEPARTMENT OF AGRICULTURE
 FEDERAL GRAIN INSPECTION SERVICE ORIGINAL
 NOT NEGOTIABLE

A-

COMMODITY INSPECTION CERTIFICATE

DATE OF ISSUANCE October 3, 1995	ISSUED AT New Orleans, LA	LEVEL OF INSPECTION Original
APPLICANT Acme Oil Producers Atlanta, GA		LOCATION OF COMMODITY Acme Oil Producers Atlanta, GA
IDENTIFICATION CONTRACT: 797DA304285 Lot: 0920 P.O. NUMBER: 797304699 COMMODITY: Salad Oil: Type - A		QUANTITY AND CONTAINER 346,500 lbs. Net Estimated 45,000 - 1 Gallon Cans

Product complies with contract.

LAB RESULTS:

Fat Stability - AOM	15 hours	Moisture	0.02%
Peroxide Value	0.1 MEQ/K	Color-Lovibond Red	0.3 C. Units
Color-Lovibond Yellow	3 C. Units	Free Fatty Acids	0.03%
Cold Test - Oil	Pass	Insoluble Impurities	Pass
Appearance Flavor Test	Pass		

REMARKS:

END OF RESULTS

I CERTIFY THAT THE SERVICES SPECIFIED ABOVE WERE PERFORMED WITH THE RESULTS STATED.	INSPECTOR Jane A. Doe
--	------------------------------

This certificate is issued under the authority of the Agricultural Marketing Act of 1946, as amended (7 U.S.C. 1621 et seq.) and the regulations thereunder (7 CFR 868.1 et seq.) and is receivable in all courts of the United States as prima facie evidence of the truth of the statements therein contained. This certificate does not excuse failure to comply with the provisions of the Federal Food, Drug, and Cosmetic Act, or other Federal laws.

WARNING Sec. 203(h) of the Agricultural Marketing Act of 1946 provides that anyone who shall knowingly falsely make, issue, alter, forge, or counterfeit any official certificate, or aid, assist, or be a party to such actions, is subject to a fine of not more than \$1,000 or imprisonment for not more than 1 year, or both.

The conduct of all services and the licensing of inspection/grading/sampling personnel under the regulations governing such services shall be accomplished without discrimination as to race, color, religion, sex, national origin, age, or handicap.

FORM FGIS 993

ATTACHMENT 1
 PROCESSED COMMODITIES HANDBOOK
 CHAPTER 6
 CERTIFICATION
 3/28/97

Example: Factor Only Inspection

U.S. DEPARTMENT OF AGRICULTURE
 FEDERAL GRAIN INSPECTION SERVICE

ORIGINAL
 NOT NEGOTIABLE



A-

COMMODITY INSPECTION CERTIFICATE

DATE OF ISSUANCE October 3, 1995	ISSUED AT Wichita, KS	LEVEL OF INSPECTION Original
APPLICANT Wilson Flour Mills Wichita, KS	LOCATION OF COMMODITY Wilson Flour Mills Wichita, KS	
IDENTIFICATION KS 468 Bread Flour	QUANTITY AND CONTAINER 50,000 lbs. Vendors Weight Bulk Tank Truck	

ASH 0.47%

REMARKS:

END OF RESULTS

I CERTIFY THAT THE SERVICES SPECIFIED ABOVE
 WERE PERFORMED WITH THE RESULTS STATED.

INSPECTOR

A. B. Grader

This certificate is issued under the authority of the Agricultural Marketing Act of 1946, as amended (7 U.S.C. 1621 *et seq.*) and the regulations thereunder (7 CFR 868.1 *et seq.*) and is receivable in all courts of the United States as prima facie evidence of the truth of the statements therein contained. This certificate does not excuse failure to comply with the provisions of the Federal Food, Drug, and Cosmetic Act, or other Federal laws.

WARNING Sec. 203(h) of the Agricultural Marketing Act of 1946 provides that anyone who shall knowingly falsely make, issue, alter, forge, or counterfeit any official certificate, or aid, assist, or be a party to such actions, is subject to a fine of not more than \$1,000 or imprisonment for not more than 1 year, or both. The conduct of all services and the licensing of inspection/grading/sampling personnel under the regulations governing such services shall be accomplished without discrimination as to race, color, religion, sex, national origin, age, or handicap.

FORM FGIS 993

ATTACHMENT 1
 PROCESSED COMMODITIES HANDBOOK
 CHAPTER 6
 CERTIFICATION
 3/28/97

**Example: Other Than Quality Inspection
 (Checkloading, Checkweighing, Condition Examination, etc.)**



U.S. DEPARTMENT OF AGRICULTURE
 FEDERAL GRAIN INSPECTION SERVICE

ORIGINAL
 NOT NEGOTIABLE

A-

COMMODITY INSPECTION CERTIFICATE

DATE OF ISSUANCE October 3, 1995	ISSUED AT Wichita, KS	LEVEL OF INSPECTION Original
APPLICANT Texas Flour Mills Plainview, TX		LOCATION OF COMMODITY Texas Flour Mills Plainview, TX
IDENTIFICATION CONTRACT: VDOD00010 Lot: 0318 ANNOUNCEMENT: WF-4 INVITATION: 132 COMMODITY: Flour, All Purpose-Dom		QUANTITY AND CONTAINER 84,000 lbs. Net Estimated 1680 - 50 lb. Domestic 1-ply Paper Balers Packed 5/10 lb. Paper Bags Per Baler

840 balers checkloaded, 10/01/95; carrier, PA TB-83069; seals, 45678-79

840 balers checkloaded, 10/02/95; carrier, TX-1684B; seal, 43680.

This lot covered by commodity inspection certificate A-19010 dated 09/25/95.

END OF RESULTS

I CERTIFY THAT THE SERVICES SPECIFIED ABOVE WERE PERFORMED WITH THE RESULTS STATED.	INSPECTOR John A. Brown
--	--------------------------------

This certificate is issued under the authority of the Agricultural Marketing Act of 1946, as amended (7 U.S.C. 1621 et seq.) and the regulations thereunder (7 CFR 868.1 et seq.) and is receivable in all courts of the United States as prima facie evidence of the truth of the statements therein contained. This certificate does not excuse failure to comply with the provisions of the Federal Food, Drug, and Cosmetic Act, or other Federal laws.

WARNING Sec. 203(h) of the Agricultural Marketing Act of 1946 provides that anyone who shall knowingly falsely make, issue, alter, forge, or counterfeit any official certificate, or aid, assist, or be a party to such actions, is subject to a fine of not more than \$1,000 or imprisonment for not more than 1 year, or both. The conduct of all services and the licensing of inspection/grading/sampling personnel under the regulations governing such services shall be accomplished without discrimination as to race, color, religion, sex, national origin, age, or handicap.

FORM FGIS 993

ATTACHMENT 1
 PROCESSED COMMODITIES HANDBOOK
 CHAPTER 6
 CERTIFICATION
 3/28/97

Example: FSA Empty Bag Inspection



U.S. DEPARTMENT OF AGRICULTURE
 FEDERAL GRAIN INSPECTION SERVICE

ORIGINAL
 NOT NEGOTIABLE

A-

COMMODITY INSPECTION CERTIFICATE

DATE OF ISSUANCE November 1, 1995	ISSUED AT League City, TX	LEVEL OF INSPECTION Original
APPLICANT Tuff Bag, Inc. Houston, TX		LOCATION OF COMMODITY Tuff Bag, Inc. Houston, TX
IDENTIFICATION CONTRACT: VEPE12345 Lot: 1 ANNOUNCEMENT: KC-P-Bags-304 INVITATION: 10 COMMODITY: Polyweave Bags		QUANTITY AND CONTAINER 40,000 Bags Estimated 40 - 1,000 Bag Bales

Average number of bags per bale: 1,006

Average bag size: 890 Square Inches

Baled with steel wire (1 head and 5 girth wires).

END OF RESULTS

I CERTIFY THAT THE SERVICES SPECIFIED ABOVE WERE PERFORMED WITH THE RESULTS STATED.	INSPECTOR John A. Doe
--	--------------------------

This certificate is issued under the authority of the Agricultural Marketing Act of 1946, as amended (7 U.S.C. 1621 et seq.) and the regulations thereunder (7 CFR 868.1 et seq.) and is receivable in all courts of the United States as prima facie evidence of the truth of the statements therein contained. This certificate does not excuse failure to comply with the provisions of the Federal Food, Drug, and Cosmetic Act, or other Federal laws.

WARNING Sec. 203(h) of the Agricultural Marketing Act of 1946 provides that anyone who shall knowingly falsely make, issue, alter, forge, or counterfeit any official certificate, or aid, assist, or be a party to such actions, is subject to a fine of not more than \$1,000 or imprisonment for not more than 1 year, or both.

The conduct of all services and the licensing of inspection/grading/sampling personnel under the regulations governing such services shall be accomplished without discrimination as to race, color, religion, sex, national origin, age, or handicap.

FORM FGIS 993

ATTACHMENT 2
 PROCESSED COMMODITIES HANDBOOK
 CHAPTER 6
 CERTIFICATION
 3/28/97

**COMMODITY CERTIFICATE
 SUBMITTED SAMPLE INSPECTION FGIS-994**



U.S. DEPARTMENT OF AGRICULTURE
 FEDERAL GRAIN INSPECTION SERVICE

ORIGINAL
 NOT NEGOTIABLE

**COMMODITY CERTIFICATE
 SUBMITTED SAMPLE INSPECTION**

A-

DATE OF ISSUANCE (1)	ISSUED AT (2)	LEVEL OF INSPECTION (3)
COMMODITY (4)	QUANTITY OF SAMPLE (5)	
IDENTIFICATION OF SAMPLE (6)	SAMPLE SUBMITTED BY (7)	

(8)

NOT OFFICIALLY SAMPLED

I CERTIFY THAT THE SERVICES SPECIFIED ABOVE WERE PERFORMED WITH THE RESULTS STATED.	INSPECTOR (9)
--	------------------

This certificate is issued under the authority of the Agricultural Marketing Act of 1946, as amended (7 U.S.C. 1621 et seq.) and the regulations thereunder (7 CFR 868.1 et seq.) and is receivable in all courts of the United States as prima facie evidence of the truth of the statements therein contained. This certificate does not excuse failure to comply with the provisions of the Federal Food, Drug, and Cosmetic Act, or other Federal laws.

WARNING Sec. 203(h) of the Agricultural Marketing Act of 1946 provides that anyone who shall knowingly falsely make, issue, alter, forge, or counterfeit any official certificate, or aid, assist, or be a party to such actions, is subject to a fine of not more than \$1,000 or imprisonment for not more than 1 year, or both. The conduct of all services and the licensing of inspection/grading/sampling personnel under the regulations governing such services shall be accomplished without discrimination as to race, color, religion, sex, national origin, age, or handicap.

FORM FGIS 994

ATTACHMENT 2
PROCESSED COMMODITIES HANDBOOK
CHAPTER 6
CERTIFICATION
3/28/97

**Instructions for Completing Form FGIS-994,
Commodity Certificate Submitted
Sample Inspection**

- * 1 Enter the date the certificate is issued or the date the service was completed.
- 2 Enter the name of the city and State (for example: Baltimore, MD) of the field office or cooperator's office issuing the certificate.
- 3 Enter the appropriate level of inspection (Original, Retest, or Appeal).
- 4 Enter the type of commodity tested (e.g., cornmeal, shortening, wheat flour, etc.).
- 5 Enter the amount of sample submitted (e.g., 1 quart, 1 pound, 1,000 grams, etc.).
- 6 Enter the sample identification assigned by the applicant, field office, or cooperator.
- 7 Enter the applicant's name, city, and State.
- 8 Enter the identity and result for each quality factor tested and followed by any remarks. Enter the words "END OF RESULTS" on the left hand side of the certificate directly under the last line of information.
- 9 Enter the name or signature or both of the person who issued the certificate and, if affixed by an authorized agent, the word "By" and the agent's initials.

3/28/97

A-

END OF RESULTS

Page 3